IOWA REAL ESTATE COMMISSION
200 E. Grand, Suite 350 / Des Moines, IA 50309
Phone: (515) 725-9022
www.plb.iowa.gov
realestatecommission@iowa.gov

Application for Reinstatement of an Individual License

INSTRUCTIONS

If applying for an active license:

1. Complete the entire application. Incomplete applications will be returned!

2. The salesperson license fee is $125.00; the broker license fee is $170.00.

3. Reinstatement fees are as follows (payable by check, money order or credit card. Do not send cash):
   a. $25.00 per month or partial month your license has been expired (maximum of $900.00.)
   OR
   b. Non-resident reciprocal (AL, AR, GA, LA, MA, MN, MS, NC, ND, TN, WV): $25.00 flat reinstatement fee along with a letter of good standing from your state of residence.

4. Submit documented evidence of completion of the required continuing education.

   **(Licensees residing in the following states need to submit an original letter of good standing from your resident state in lieu of continuing education: AL, AR, CO, GA, ID, LA, MA, MN, MS, MT, NE, ND, OK, SD, TN, WY)

5. Submit proof of current E & O insurance coverage in Iowa.

6. If application is for a broker license as a proprietor, partner, or officer of a corporation, a trust account "Consent to Examine" or "Affidavit" form must be submitted. Forms may be obtained from our website: www.plb.iowa.gov.

7. Partnerships, corporations and LLC's engaged in real estate brokerage must apply for a separate firm license. Applications may be obtained from our website: www.plb.iowa.gov.

If applying for an inactive license:

1. Complete the entire application excluding sections 5, 6, 7 and 14.

2. The salesperson license fee is $125.00; the broker license fee is $170.00.

3. Reinstatement fees are as follows (payable by check, money order or credit card):
   a. $25.00 per month or partial month your license has been expired (maximum of $900.00.)
   OR
   b. Non-resident reciprocal (AL, AR, GA, LA, MA, MN, MS, NC, ND, TN, WV): $25.00 flat reinstatement fee.

General Information for all applicants:

You cannot reinstate your license if it's been expired more than three years.

Applicants who reside outside of Iowa must complete the "Nonresident Consent" section of the application.

License will be issued for three years, counting the remaining portion of the year issued as one year.

If additional space is needed to provide detailed information, use separate sheets. Separate sheets are subject to the affidavit (Section 15.)

The data provided on the application is required by the Iowa Fair Information Practices Act. Information regarding the release of public records and the procedures for maintaining confidential records is available in Iowa Administrative Code 193E - Chapter 5 or upon request from the Iowa Real Estate Commission office.

Falsification of this application will subject the applicant to the penalties of Chapter 543B.29(1), Code of Iowa (fraud in procuring a license). A license can be revoked or suspended based on a false statement or submission in procuring a license, Chapter 543B.15(5), Code of Iowa.

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APPLICATION FOR REINSTATEMENT OF AN INDIVIDUAL LICENSE

1. This application is for a (check one)

____ Salesperson $125.00 + _____ reinstatement fee

____ Broker $170.00 + _____ reinstatement fee LICENSE NUMBER:_____

2. Name (Please print)

_____

3a. I am requesting to:
☐ Reinstate original license
☐ Reinstate reciprocal license

3b. And reinstate the expired license to:
☐ Active status
☐ Inactive status

4. Home address (Do not use a P.O. Box)

Street _____

City _____

State/Zip _____

Phone (_____) _____ - _____ext _____

5. Name and principal business address of the broker or firm under which you expect to do business:

Broker Name _____

Business Name _____

Street _____

City _____

State/Zip _____

Phone (_____) _____ - _____ ext _____

6. If applying for a broker license, you will do business as: (check one)

☐ Proprietor
☐ Officer of a corporation*
☐ Partner*
☐ Member of an LLC*
☐ Broker Associate

*Please attach legal proof of title of Officer, Partner or Member

7. Firm named in #5 is (check one)

Iowa license number:

☐ Proprietorship B_____

☐ Firm F_____

8. Yes ☐ No ☐ Have you been denied a real estate license in any state (including Iowa) within twelve (12) months prior to the date of this application? If yes, give details. *(Attach additional sheets if necessary.)*

9a. Yes ☐ No ☐ Have you had a real estate license revoked in any state (including Iowa) at any other time? If yes, attach a complete and detailed explanation of each revocation including the date of revocation, the type of license, the state in which the revocation occurred, and the grounds upon which the license was revoked.

9b. Yes ☐ No ☐ Have you ever had any other type of professional license revoked in any state, including Iowa? If yes, attach a complete and detailed explanation of each revocation including the date of revocation, the type of license, the state in which the revocation occurred, and the grounds upon which the license was revoked.

9c. Yes ☐ No ☐ Has disciplinary action of any other type ever been taken against you by any state board or similar licensing body, any governmental agency before which you practiced real estate or any other profession, or any professional organization of which you are a member, including Iowa? If yes, attach a complete and detailed explanation of each occurrence including the date of the disciplinary action; the profession and license involved; the state in which the disciplinary action occurred; the board, body, agency or organization which took the action; and the grounds upon which the disciplinary action was taken.

9d. Yes ☐ No ☐ Have you ever voluntarily surrendered a professional license at a time when a license disciplinary action was pending against you or you were under investigation by a state board or similar licensing body, governmental agency or professional organization regarding the license surrendered, including Iowa? If yes, attach a complete and detailed explanation of each occurrence including the date of the voluntary surrender; of the professional license involved; the state in which the license was surrendered; the board, body, agency or organization to which the license was surrendered; and the nature of the disciplinary action or investigation in progress at the time the license was surrendered.

9e. Yes ☐ No ☐ Are there any real estate or other professional license disciplinary actions currently pending against you in any state, including Iowa? If yes, attach a complete and detailed explanation of each action including the date commenced; the state where the action is pending; the type of license involved; the board, body, agency or organization taking the action; and the nature of the charges. You will need to supplement this answer to provide the disposition of each pending action once known.

10a. Yes ☐ No ☐ Have you ever been convicted of a felony or misdemeanor criminal offense? (other than scheduled traffic violations - a conviction of operating while intoxicated [OWI] is **NOT** a scheduled traffic violation and **MUST** be disclosed) A "conviction" includes a guilty plea, a deferred judgment prior to discharge, and a finding of guilt by a judge or jury. If yes, attach a complete and detailed explanation of each conviction including the date of conviction, the name and location of the court, the nature of each charge (for example: felony, aggravated misdemeanor, etc.), the sentence imposed, and whether you have satisfied all terms of the sentence. **ALL** convictions must be disclosed regardless of the date when entered or whether the criminal record has been expunged.

10b. Yes ☐ No ☐ Are there criminal charges now pending against you? (other than scheduled traffic violations) If yes, attach a complete and detailed explanation of each charge including the date of arrest or charge, the arresting agency, the nature of each charge, the type of each charge (for example: felony, aggravated misdemeanor, etc.) and the name and location of the court. You will need to supplement this answer to provide the disposition of each pending charge once known.

11. List all states in which you are now licensed or have ever been licensed as a real estate broker, salesperson, or apprentice salesperson (include Iowa). List the state, type of license, and dates. (Attach additional sheets if necessary)

12. List all places where you were employed or engaged in any type of business for a period of 60 days or more including dates. Please account for the past 5 years. (Attach additional sheets if necessary)

13. NONRESIDENT CERTIFICATION

I HEREBY APPOINT the Chairperson of the Iowa Real Estate Commission as my agent in the State of Iowa upon whom process of pleadings may be served for and on my behalf as registered agent within the meaning of Chapter 543B.23, Code of Iowa. Such appointment shall be deemed to be and is irrevocable.

_____ _____

Applicant's Signature Date

14. BROKER CERTIFICATION

If the application is for a salesperson or broker associate license, the employing broker must certify the following: I hereby recommend that a license be issued to the applicant and I Certify that this applicant will be associated with this firm and as employing broker I will accept responsibility for the applicant's activities as required by Iowa Code Chapter 543B and the rules of the Commission.

_____ _____

Broker's Signature and Iowa Broker Number Date

15. STATE OF _____)
COUNTY OF _____)

APPLICANT MUST SIGN AND ACKNOWLEDGE THIS AFFIDAVIT

I HEREBY CERTIFY that I have not violated the provisions of the license laws of any state other than violations revealed in this application. I FURTHER CERTIFY that I have reviewed and am familiar with and will be bound by the Iowa license law and rules of the Commission, and that I personally completed this application and that the answers appearing hereon are true and correct to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

Subscribed and sworn before me this _____day of _____ 20____

Signature of Notary Public _____ Date _____

PAYMENT INFORMATION
(This page will be destroyed after processing.)

☐ **Check made payable to: State of Iowa** Amount to Charge: $_____

☐ **VISA** ☐ **MASTERCARD** ☐ **DISCOVER** Card Number _____-_____-_____-_____

Name of Cardholder _____ Expiration (Month/Year) _____/_____

Signature of Cardholder _____ Phone Number (____) _____-_____ ext_____

REQUIRED FOR PROCESSING

Date of Birth: ____/_____/_____

Social Security Number _____

***Email address**:_____
(E-mail addresses are no longer public information as of July 1, 2013.)

Required – will be used to send future courtesy renewal notices

Privacy Act Notice: *Disclosure of your Social Security Number on this license application is required by 42 U.S.C. § 666(a)(13), Iowa Code §§ 261.126(1), 252D.8(1), and 272J.8(1). The number will be used in connection with the collection of child support obligations, college student loan obligations, and debts owed to the state of Iowa, and as an internal means to accurately identify licensees, and may also be shared with taxing authorities as allowed by law including Iowa Code § 421.18.*

Updated 9-25-2013